

**19 AUG 2004****Temporary Lodging Allowance (TLA) Agreement**

The Housing Welcome Center will assist you in obtaining suitable living quarters, either in government quarters or in the local community. Until you have secured a home, you are responsible for using your TLA in a responsible manner. This means that, upon your arrival, you must **aggressively** seek housing. To help you understand more about TA, the following information is provided.

You are allowed a maximum of 30 days of TLA as long as you complete a minimum of **two** showing tours each 10 days. After the 30 day period you will be required to have approval from your Chain of Command indicating why you were unable to locate housing within the 30 day period.

**TLA Entitlement is Subject to Termination:**

- If you have not completed a minimum of two tours with Housing Showing Service during each 10 day period until housing has been secured. Your spouse may complete the tours if desired. Work requirements are not justification for being unable to complete tour requirements.
- If you delay signing a lease for your personal convenience (i.e., arrival of POV or HHG, awaiting family arrival).
- If you fail to make arrangements for delivery of HHG and/or loaner furniture promptly or if you request delayed delivery of HHG for personal convenience.
- If you go on TAD/TDY/Leave out of the vicinity of your PCS, unless your command-sponsored family members remain during your absence.
- If after 30 days, you continue to find economy homes unsuitable for your requirements.
- If you have not scheduled a contract date within 30 days of arrival without command approval providing justification for not locating housing.
- Upon the move-in date to government or economy quarters.
- If you refuse the offer of government quarters, TLA will terminate on the date that government quarters were expected to be available for occupancy.

Upon termination of TLA, if you have not located permanent housing, arrangements will be made for you to relocate with a temporary and/or short-term lease.

**TLA Entitlement Extensions:**

- All extensions based on units undergoing construction, awaiting major/minor repair, awaiting current residents to vacate, or limiting your search to a specific location/area will **NOT be approved**.
- Regardless of military branch, all extensions must be approved by the Commanding Officer, NAVSUPPACT Naples.
- Extensions beyond 30 days must be submitted with an endorsement from your Commanding Officer indicating specific reasons for justification and must be submitted 10 days in advance of expiration of TLA.
- Extensions beyond 60 days are rarely approved. They must be endorsed by your Commanding Officer and submitted to the Housing Director in advance.

**I have read and understand the above information and have received a copy**

---

 Name (Please Print)

---

 Date Arrived

---

 Signature

---

 Date